

STUDENT TRANSCRIPT/RECORDS REQUEST FORM

The following information is needed in order to process the requested student transcript/records. Please **PRINT** and complete this form in its entirety, and scan it to the following email address: transcripts-records@themuseumschool.org or return it to the school at the above address.

***** PLEASE NOTE:**

Allow 3-5 business days from receipt to process the request for transcripts only

Processing time for transcript requests with additional documents/records takes an average of 5-6 business days

Date: _____

Student's Full Name (First, Middle, Last): _____

Birth Date (MM/DD/YYYY): _____

Grade Level (current) or Year Graduated: _____ Withdrawal (month and year): _____

Transcript	Number of Copies	
Other (please list): (ex: test scores, attendance, discipline, Special Ed, IEP, EIP, Gifted, Psychological, 504, enrollment history, immunization records, withdrawal form) PLEASE BE SPECIFIC		

NAME OF PARENT/AUTHORIZING PERSON (please print):

First and Last Name: _____

Phone number: _____

Email Address: _____

***One Proof of Identity (must be valid, not expired)**

- Driver's License (attach a copy)
- State ID Card (attach a copy)
- Passport (attach a copy)

THERE IS A \$3.00 fee per transcript for the transcript "only", official or unofficial. The cost will be \$10.00 for transcripts including tests scores, attendance, discipline, etc. The acceptable forms of payment are cash, check or money order by mail, or electronic payments to The Museum School's Purchase account: https://app.purchasease.store/?nav_id=1954&org_id=145&page_id=13

Records Provided via Electronic/EMail to: (parent/guardian, school/staff)

*****PLEASE ADVISE IF YOU HAVE APPLIED THROUGH "RAVENNA" AND SET UP AN ACCOUNT FOR UPLOADING DOCUMENTS *****

Name of School

Attention (if applicable)

I understand that a student's education records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974, or with written permission of the student's parent or legal guardian, or of the student (if 18 years or older).